



Create project content

Guides for Merlin Project

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Create project content - as of June 2018

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Note for Merlin Project Express users



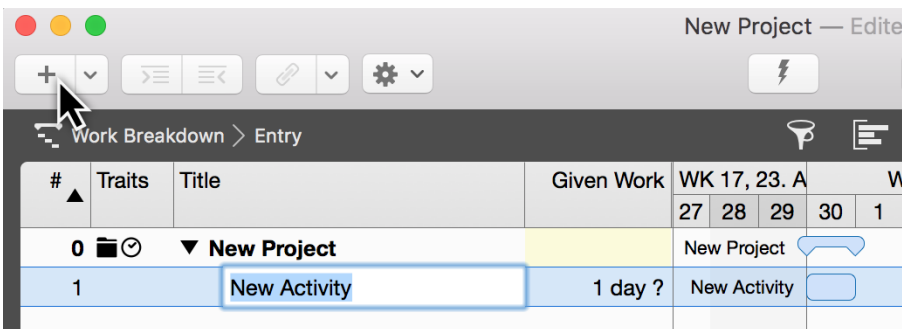
This guide is for Merlin Project. Merlin Project Express, the little brother of Merlin Project, is not described here.

If you want to use Merlin Project Express, download a version from [Mac App Store](#).

Create content (activities, milestones and more)

Below you will learn how to create project content in Merlin Project.

Plus symbol



The easiest way to create new activities is to click on **New** (the **Plus symbol** in the toolbar) or even faster with the keyboard shortcut **cmd + N**.

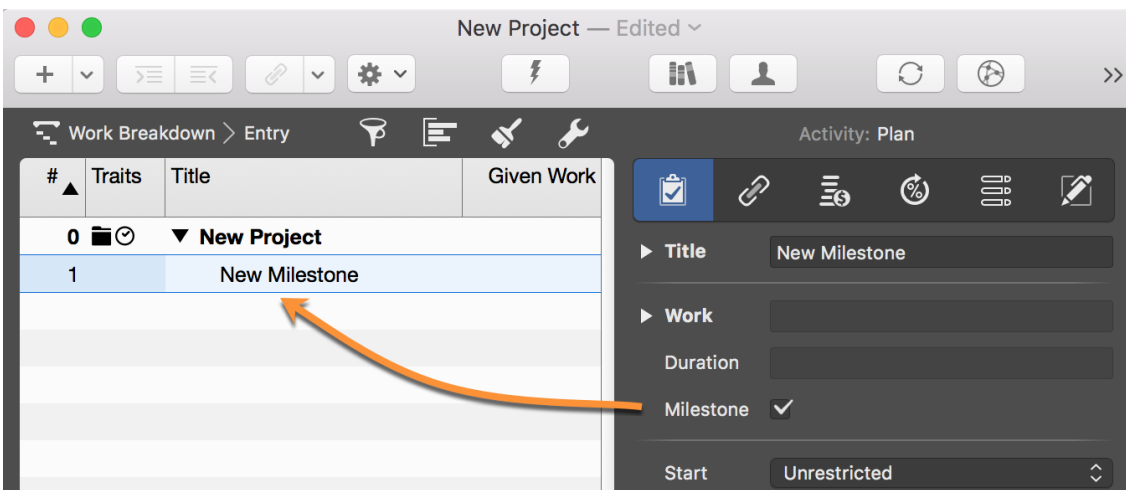


If you repeat the step several times, the activities appear in chronological order.

A newly created content is activated and ready to be named. Add a **Title** to the process.

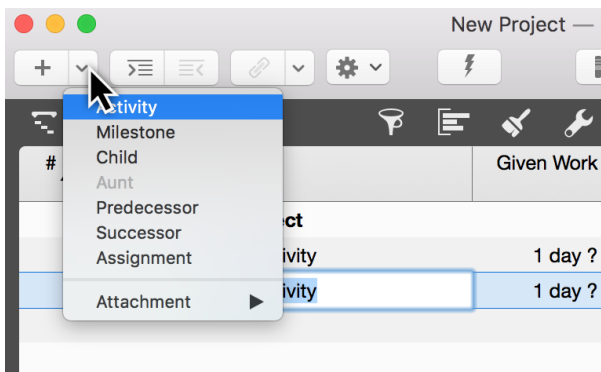


You can quickly convert an activity into a milestone. To do this, check the **Milestone** option in the Inspector. If you uncheck the box, a **activity** will be created again from a milestone.



Insertion options

If you click on the **arrow** to the right of the **plus**, a menu with further contents appears for selection.



Depending on your current selection, you can create the following contents:

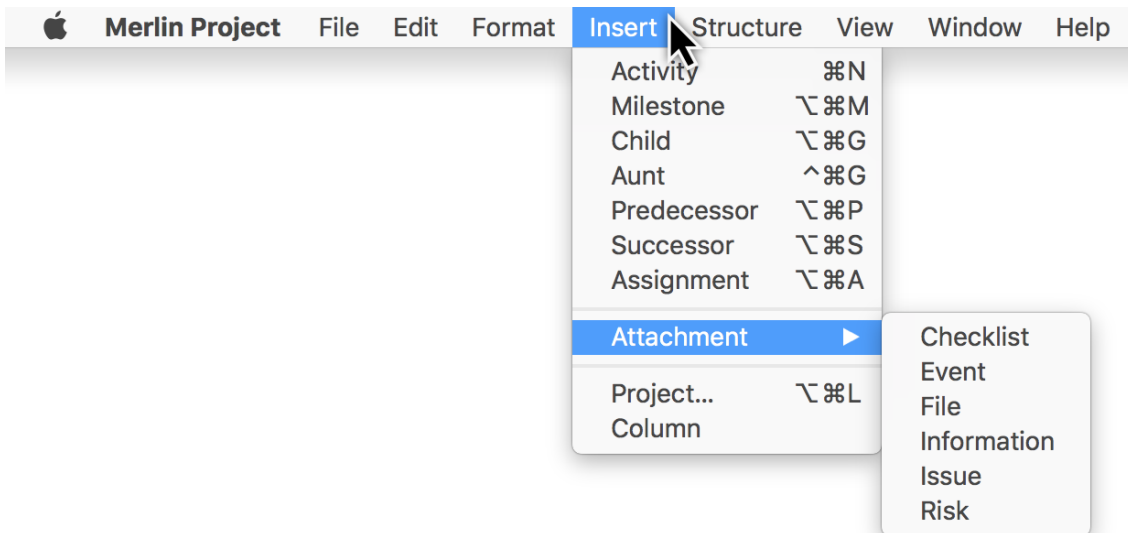
- **Activity** (Creates an activity)
- **Milestone** (Creates a milestone)
- **Child** (Creates an indented activity)
- **Aunt** (Creates a disengaged activity)
- **Predecessor** (creates a link to the successor)
- **Successor** (creates a link to the predecessor)
- **Assignment** (Creates an assignment to a resource)
- **Attachment** (Creates an attachment)



Aunt is grayed out until at least one level further an indented activity is selected. Only then is an activity removed from this level created with the option *Auntie*.

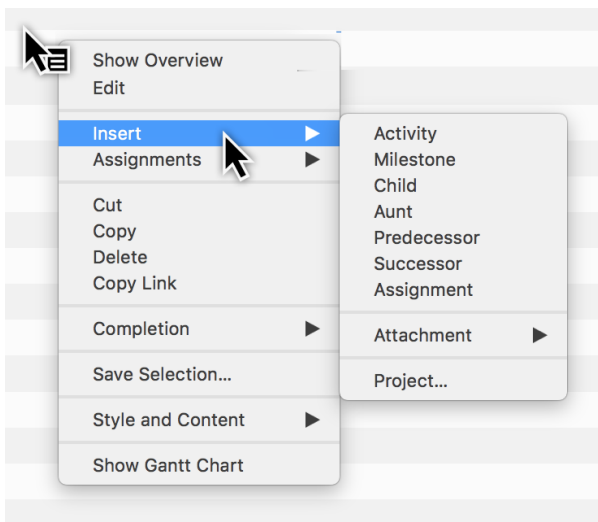
Insert menu

You can also create the contents listed above using the **Insert** menu.



Insert option in the context menu

In addition, the **context menu** shown can be called up in the view with a secondary mouse click. Among other things, the option ***Insert*** is also included.



New contents are created under *current selection*. If nothing is selected in the main area, new contents are created directly *under the last line* - at the end of the project.